

JOB DESCRIPTION

Invasive Species Control Intern

Immediate Supervisor:

Town Foreman

Current Hourly Rate:

\$13.00/hour

Classification:

Limited Term Employee

Less than 599 hours

Dates:

Approximately June--August

I. DUTIES:

A. PLANNING

1. Continue our Invasive Species Management Plan for the Town of La Pointe that incorporates Best Management Practices required for compliance of NR40, which took effect September 1, 2009

B. TASKS

1. Perform buckthorn and barberry eradication
2. Maintain a daily log of actual work done
3. Identify island invasives
4. Deal with the public in a helpful, courteous and professional manner.
5. Keep equipment clean and shop space clean and organized.
6. Perform routine trail maintenance as requested by Town Foreman
8. Work with existing buckthorn location map and update regularly
9. Actively engage with landowners on the importance of invasive species Eradication
10. Update Town of La Pointe invasive species information brochure
11. Involvement with the Northwoods Cooperative Weed Management Area
12. Whenever possible, the use of non-chemical control methods will be employed.

C. SAFETY

Insure that work is performed so as not to endanger personal health and safety, the health and safety of their fellow workers or the general public.

Report all potential hazards and broken equipment to Town Foreman.

II. QUALIFICATIONS:

- Ability to meet and work with the public.
- Ability to follow oral and written instructions.
- Basic word processing and computer skills
- Ability to communicate effectively.
- Ability to perform light to medium physical tasks under varying working conditions.
- Ability to use GPS and understand basic mapping
- Must obtain proper training for handling herbicides necessary for killing invasives
- Ability to identify invasive species
- Must possess a valid drivers license

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed to perform essential functions. It is not intended as a complete list of duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Town of La Pointe retains and reserves any and/or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.

I have read and do understand the duties and responsibilities for the position of Invasive Species Control Intern for the Town of La Pointe.

Employee Signature

Date